



STATE OF NEVADA
DEPARTMENT OF CORRECTIONS

"Leading Nevada Corrections Into the Future"

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REQUEST FOR PROPOSAL AMENDMENT #1

INMATE PACKAGE PROGRAM (CLOTHING)

SUBJECT: Amendment No. #1 to Request for Proposal No. 1003

DATE OF AMENDMENT: February 20, 2003

DATE OF RFP RELEASE: January 31, 2003

DATE AND TIME OF OPENING: February 27, 2003 @ 2:00 p.m.

AGENCY CONTACT: **Janet Lufrano, NDOC Contract Manager**

The following shall be a part of RFP No. 1003 for Inmate Package Program (Clothing). If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

ALL ELSE REMAINS THE SAME.

Vendor shall sign and return this amendment with proposal submitted.

NAME OF VENDOR _____

AUTHORIZED SIGNATURE _____

TITLE _____ **DATE** _____

ACCESS CATALOG COMPANY

Question 1: Could you please clarify section 3.2 which reads "response should include vendor's sample catalog pricing and shall reflect total extended price as paid by the inmate family/friends. If Access Catalog Co. adjusts individual product pricing to accommodate a 16% return of gross sales to the state I can't out what the "total extended price" would refer to. Each individual order's total would depend on the items purchased.

When the idea of a percent back to the state was first mentioned during the last cycle, Access Catalog Co. suggested adding a surcharge to each order equal to the percent asked for by the state. This would make it easy for both parties involved. We wouldn't need to increase our pricing, and we would explain the surcharge as an inmate welfare charge. We were told that the Director was not happy with the idea of having a "surcharge" because it brought to the attention of the family members that the State was making money off of the package program. Will a surcharge be an acceptable way of providing the percent back to the state? If not what does "total extended price" refer to?

Answer: **The total extended price would be the price of each item charged to the inmate family. No, a surcharge is not acceptable.**

Question 2: Section 6.1.1 states that "an out of state vendor must become duly qualified to do business in the State of Nevada as a foreign corporation". We have been doing business with Nevada for years, but not under contract. How and what do we need to do to get this foreign corporation status?

Answer: **Vendors will need to contact the Secretary of State's Office to become dully qualified as a foreign corporation doing business in the State of Nevada. The link to the Secretary of State's Office web page follows:**

Link--<http://sos.state.nv.us>.

Question 3: If you could please clarify the following: In the definitions section, the bid states that F.O.B. Destination is "prepayment of freight/shipping charges". I first interpreted this to read as no shipping and handling charge for orders. Later under section 3.5, it says that "shipping and handling charges are to be imprinted on the order form". I interpreted this to read that there can be a shipping and handling charge. I want to make sure that it is ok to charge a shipping and handling fee as long as the family member or inmate pays for it and not the state. Please advise.

Answer: **Yes, there is to be a shipping and handling charge and it is to be paid by the inmate/inmate's family and not the State.**

Question 4: After reading the RFP for the Inmate Package Program--Clothing--I see that this contract is only for the upcoming ordering cycle. I would assume that there will be another RFP that follows for the December/January cycle. Could you please tell me whether or not the bid

pricing and proposal that we submit for the current RFP will be deemed public information and accessible to our competitors if and when a second RFP comes out for the December/January ordering cycle.

Answer: **Yes, once the contract is awarded, the proposals become public information.**

Question 5: First, we pulled the RFP off the website. Section 4.14 says that written responses from vendors using an electronic copy of the RFP should immediately follow the applicable question. Since there is no room on our copy we will be submitting a separate document with our responses. When preparing our proposal do you need for us to rewrite the question, or will an answer preceded by the section number be sufficient.

Ex. 4.14 Our Response

4.15 Our Response

Answer: **Yes, this is acceptable.**

Question 6: Section 5.1 says that one of the criteria for RFP award is reasonableness of cost and revenue potential. Could you tell us how the product pricing is going to be evaluated? Will you be looking at a group of specific items and comparing prices? Will you be comparing each individual product price on a line item basis?

Answer: **The Department will evaluate the proposal in its entirety.**

UNION SUPPLY COMPANY

Question 1: Union Supply was the approved vendor for the Dec 02 - Jan 03 Package Program. Has there been any additions or deletions of items from the last program?

Answer: **Yes, additions and/or deletions are at the discretion of the Department. Upon presentation of your company's catalog submitted in your proposal, items will be approved or disapproved as stated in the Scope of Work of the RFP under section 3.8.**

Question 2: Do we have to submit current catalog along with Proposal?

Answer: **Yes**

Question 3: Regarding 3.2 in Scope of Work, you state RFP response shall include vendor's sample catalog pricing. If we have to submit our catalog will we be allowed to increase or lower prices on various items within the current catalog?

Answer: **Yes. Catalogs being submitted in proposals must reflect pricing applicable to this program.**

Question 4: Regarding 3.3 in Scope of Work, can we include a higher commission rate than the 16%?

Answer: **No.**

BTM

Question 1: We are interested in your RFP #1003, however, we need a copy of your regulations for inmate clothing.

Answer: Submitted proposals are to include company's catalog with pricing reflective of this RFP's requirements. NDOC will approve or disapprove the items after the contract is awarded but prior to the commencement of the program.